

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

WATER CONSERVATION SPECIALIST

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Water Conservation Specialist is the third level in a four level Utilities Water Conservation series. Incumbents are responsible for serving as a lead worker to a work crew will act as Water Conservation Supervisor in his/her absence, and for planning, organizing, and participating in advising water users in the identification and use of water conservation measures, and for enforcing water conservation regulations including those required by Water Conservation Best Management Practices.

Incumbents may be assigned any shift and may be required to work holidays and weekends. May also be required to be on standby duty on a rotating basis to respond to emergencies.

The Water Conservation Specialist is distinguished from the Water Conservation Technician by its responsibility for serving as a lead worker to one or more classes in a work crew. The Water Conservation Specialist is distinguished from the Landscape Water Conservation Specialist, which is responsible for developing and implementing the City's landscape water conservation program. The Water Conservation Specialist is distinguished from the Water Conservation Supervisor, which has first-line supervisory responsibilities.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

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| 1. | Makes work assignments, oversees the work of other staff, trains, prepares reports, and performs administrative tasks in the absence of the supervisor. | Daily
10% |
| 2. | Responds to inquiries and requests for information regarding water conservation from customers, internal staff, and/or other interested parties. | Daily
30% |
| 3. | Plans, organizes, and participates in monitoring locations for water waste, ensuring compliance with applicable City regulations; identifies water waste violations and works to resolve problems. | Weekly
20% |
| 4. | Schedules appointments with customers to discuss and explain rebate programs, surveys, and/or water related issues, including any pertaining to Water Conservation Best Management Practices. | Weekly
10% |
| 5. | Prepares a variety of records and reports related to operational activities. Coordinating new conservation programs, and performs more advanced statistical and technical reports, | Weekly
5% |
| 6. | Monitors division supplies, materials, and inventory; recommends the replenishment of applicable items. | Monthly
5% |

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<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties are a representative sample; position assignments may vary.)		<u>FRE- QUENCY</u>
7.	Assists in developing and communicating water conservation information utilizing a variety of media including radio and television interviews.	Monthly 10%
8.	Plans, organizes, and participates in community outreach events and activities.	Weekly 10%
9.	Monitors assigned locations for water waste, ensuring compliance with applicable City regulations; identifies and photographs water waste violations, issues notices, troubleshoots, and works to resolve problems.	Daily 10%
10.	Schedules, prepares for and makes presentations to citizen groups, businesses, students and water users on water conservation practices and techniques. Conducts workshops	Weekly 5%
11.	Performs general clerical work, including operating computers, office machines, pagers, radios, and answering multi-line telephones.	Monthly 5%
12.	Performs other duties of a similar nature or level.	As Required

Training and Experience (positions in this class typically require):

- Two years of experience equivalent to that of a Water Conservation Technician is required;
OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

The ability to speak, read, and write a designated foreign language may be required when community needs dictate.

Licensing Requirements (positions in this class typically require):

- Basic Class C License
- Commercial Class B License

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Knowledge (position requirements at entry):

Knowledge of:

- Advanced water conservation principles and practices
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations
- Customer service policies, principles and practices
- Inventory management principles and practices
- City geography and water supply and distribution system
- Sprinkling and irrigation devices used in landscapes
- Program administration principles and practices

Skills (position requirements at entry):

Skill in:

- Prioritizing and assigning work; detail oriented and ability to multi-task
- Training employees in proper work methods
- Providing customer services
- Interpreting, applying and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Ability to prepare and make effective oral presentations
- Coordinating and scheduling a variety of events and activities
- Reading and interpreting blueprints, schematics, and other technical drawings related to job duties
- Using computers and applicable software applications
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Very Heavy Work: Exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions and travel.

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Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008